



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, NOVEMBER 2, 2022  
9:00 A.M.

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LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:08 a.m. on Wednesday, November 2, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin, and Jo Ann Nixon. Commissioners Ronald Carrere, Jr. and John McLure were absent.

- Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.

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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held October 5, 2022. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2022-047.)

**The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.**

**On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibits C, D, and E, and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B.**

- 3) Request of the **Louisiana State Employees' Retirement System** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 7, 2022. **The Commission unanimously granted the request with an amended effective date of December 1, 2022.**

- 4) Request of the **Florida Parishes Human Services Authority** for authority under the provisions of State Civil Service Rule 4.1(d)1 to allow Ahmad Evans, unclassified WAE Program Manager, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective November 2, 2022. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to November 2, 2022.**
- 5) Request of the **Louisiana Department of Health, Office of Secretary**, to extend authority to exempt from the classified service one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 7, 2022 through November 6, 2026. **The Commission unanimously granted the request.**
- 6) Request of the **Office of Juvenile Justice** to extend authority from the classified service, two (2) Instructor positions in accordance with State Civil Service Rule 4.1(d)2, effective December 5, 2022 through December 4, 2026. **The Commission unanimously granted the request.**
- 7) Request of the **Office of Juvenile Justice** to extend authority to exempt from the classified service one (1) Instructor position in accordance with State Civil Service Rule 4.1(d)2, effective October 3, 2022 through October 2, 2026. **The Commission unanimously granted the request.**
- 8) Request of the **Port of New Orleans** to exempt from the classified service one (1) Executive Staff Member position, in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 2022 through January 31, 2025. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Transportation and Development** to establish a Special Entrance Rate policy for Mobile Equipment Operator job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 10) Request of the **Department of Transportation and Development** to establish a Premium Pay policy for Mobile Equipment Operator job titles in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health** to establish a Special Entrance Rate policy for Accountant job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health** to establish a Premium Pay policy for Accountant job titles in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Health** to establish a Special Entrance Rate for Attorney job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana Department of Health** to establish a Premium Pay policy for Attorney job titles in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Health** to establish a Special Entrance Rate policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**

- 16) Request of the **Louisiana Department of Health** to establish a Premium Pay policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Patient's Compensation Fund** to establish a Special Entrance Rate policy for various job titles in accordance with State Civil Service Rule 6.5(b), effective November 14, 2022. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Patient's Compensation Fund** to establish a Premium Pay policy for various job titles in accordance with State Civil Service Rule 6.16(a), effective November 14, 2022. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Agriculture and Forestry** to establish a Special Entrance Rate policy for Agriculture Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 20) Request of the **Louisiana State University Health Sciences Center-New Orleans** to establish and amend its Special Entrance Rate policy for its Hospital Admissions Technician and Food Service Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 21) Request of **Southeastern Louisiana University** to establish a Special Entrance Rate Policy for Bus Driver-Travel Aide job titles under the provisions of State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 22) Request of **SOWELA Technical Community College** to establish a Special Entrance Rate Policy for Custodian job titles under the provisions of State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 23) Request of **University of Louisiana-Lafayette** to amend a Special Entrance Rate policy for Laboratory Technologist job titles in accordance with State Civil Service Rule 6.5(b), effective November 2, 2022. **The Commission unanimously granted the request.**
- 24) Request of the **Department of Culture, Recreation and Tourism—Office of State Parks** to amend a Premium Pay Policy for Park Manager job titles, in accordance with State Civil Service Rule 6.16(a), effective August 22, 2022. **The Commission unanimously granted the request.**
- 25) Request of the **Louisiana Department of Agriculture and Forestry** to amend its Premium Pay policy to include specific Forestry job titles in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 26) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Central Louisiana Supports and Services Center** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective November 2, 2022. **The Commission unanimously granted the request.**
- 27) Request of **Louisiana State University and A&M College** to amend a Premium Pay policy for their Police Department in accordance with State Civil Service Rule 6.16(a), effective October 5, 2022. **The Commission unanimously granted the request.**

- 28) Request of the **Louisiana Department of Agriculture and Forestry** for authority under the provisions of State Civil Service Rules 23.6(a) and (b), to allow one (1) incumbent, James Thibodeaux, WAE Parks Buildings and Grounds Attendant, to work up to 2,080 hours in a 12-month appointment period and to allow the reappointment of the incumbent after exceeding 1,245 hours in a 12-month period, effective November 2, 2022. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the date of the Commission meeting.**
- 29) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Fire Marshal** to extend authority from the classified service thirty-three (33) positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 3, 2022 through January 2, 2023. **The Commission unanimously granted the request with an amended end date of February 2, 2023.**
- Director's Report
    - The State Civil Service Commission 2023 Employee Representative Election [website](#) is live. Director Decoteau provided the Commissioners with an election timeline.
    - A survey will be sent to appointing authorities later this month to gain feedback on pre-employment testing. The Department will present the survey results and present recommendations to the Commission in the near future.
    - State Civil Service met with Commissioner Jay Dardenne regarding the recommendations in the [2022 Annual Uniform Pay Plan Review report](#). Commissioner Dardenne will meet with the Governor about the recommendations.
    - The proposed changes to [Civil Service Rule 6.10](#) will be heard at next month's Commission meeting on December 7, 2022.
    - The [2021-2022 State Civil Service Annual Report](#) will be published on the website following this meeting.
    - State Civil Service continues to work with the Department of Children and Family Services regarding job recruitment fairs and provide information at the meetings of their legislative oversight committee.
  - Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review, personnel matters and any other items within the scope of Civil Service Rule 2.4. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed; the Commission agreed to adjourn for executive session to consider Applications for Review, personnel matters and any other items within the scope of Civil Service Rule 2.4.**

There being no further business, the meeting adjourned at 10:15 a.m. on November 2, 2022.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman